



Dept. of Health Employment Opportunity

Department of Health ♦ Personnel Office ♦ 1250 Punchbowl St., Room 122 ♦ Honolulu, HI 96813

Opening Date: October 3, 2004

LAST DAY TO FILE APPLICATIONS: CONTINUOUS UNTIL NEEDS ARE MET

INSTITUTION FOOD SERVICES MANAGER III - Recruit No. 04X055

Kaneohe, Oahu

\$3,360 (F-208) per month

Hawaii Residency Required

◆ JOB DUTIES

Responsible for supervision of Hawaii State Hospital food service personnel; planning & implementing daily operations; purchasing & storage of supplies; ensuring adherence to established work & sanitation procedures; and preparing operations reports, budgets and schedules.

Qualification Summary

You Must Have:

1. 3 years quantity cooking experience; and
2. 2 years food services management experience.

Allowable substitutions for these requirements are described in the *Minimum Qualification Requirements*.

◆ MINIMUM QUALIFICATION REQUIREMENTS

To qualify, you must meet *all* of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

1. **Experience Requirements:** Applicants must have had progressively responsible experience as follows:

Quantity Cooking Experience: Three (3) years of responsible quantity cooking experience defined as experience in the daily preparation and serving of meals in a restaurant, hospital, school, institution, etc. Experience of this kind may be gained as a cook or cook helper in a kitchen where large scale cooking operations are performed and a large number of meals are served daily. This experience must have included performance of several of the following tasks: checking menus and gathering sufficient raw foods for cooking purposes; estimating preparation time and starting cooking operations to meet scheduled serving times; preparing various foods such as vegetables, soups, starches, meats, gravies, breads, and desserts; cleaning and maintaining tools, equipment and work areas; storage of perishable and non-perishable foods. The experience may have also involved assisting in planning menus, keeping fiscal records, and purchasing foods and supplies.

Food Services Management Experience: Two (2) years of responsible food service management experience which demonstrated a good working knowledge of the general operation of a large scale cooking facility preparing and serving a large number of meals daily. The experience must have included participation in menu planning (including participation in developing the master menu and determining the daily menu); food and supply purchasing; quantity cooking; fiscal record keeping and supervision of kitchen assistants, including cooks. Experience in food service management may be gained in commercial ventures such as restaurants, hotels, airline food services, as well as schools, hospitals and correctional institutions.

Applicants for Institution Food Services Manager III must have had at least one (1) year of experience comparable in scope and responsibility to the next lower level in the State service.

2. **Non-Qualifying Experience:**

- A. Experience which is limited to serving, cleaning, washing dishes, or experience limited to only one phase of cooking such as fry-cooking, or baking, or to other kinds of work not affording the opportunity to

(See Information on Back)

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acquire the skills and knowledge of quantity food preparation will not be accepted as qualifying for the required quantity cooking experience.

- B. Experience in a fast-food operation serving very limited and unchanging daily menu, such as chicken, hamburgers, fish, or pizza or limited to certain “ethnic” foods, regardless of the volume prepared and served, will not be accepted as qualifying for food service management experience. Such experience affords little opportunity to deviate from a very limited menu and preparation techniques, and does not provide the applicant with skills and knowledge of a variety of foods and food preparation procedures; menu planning and other knowledges and skills acquired and required in a large scale kitchen operation serving a varied menu.

3. Substitutions Allowed:

Substitution of Training for Experience:

- (1) Successful completion of a one (1) year course in a cooking curriculum in a technical school or community college which included training in nutrition, menu planning and quantity cooking may be substituted for one (1) year of Quantity Cooking experience.
- (2) Successful completion of a two (2) year course in a food service management or institution cafeteria management curriculum which included training in nutrition, menu planning, quantity cooking, and such courses as storeroom operations, purchasing and cost control, and food services management may be substituted for a maximum of two (2) years of Quantity Cooking experience or one and a half (1 ½) years of Quantity Cooking experience and a maximum of six (6) months of Food Service Management experience. In any case education may not substitute for more than six (6) months of Food Service Management experience.
- (3) Graduation from an accredited college or university with a major in food service systems management or in home economics or dietetics which included training in nutrition, meal management, quantity food production and service, institutional food purchasing and production; and such courses as food sanitation, design and care of equipment and facilities, organization and management and food cost accounting may be substituted for a maximum of two and a half (2 ½) years of Quantity Cooking experience and a maximum of six (6) months of Food Services Management experience.

Substitution for Excess Food Services Management Experience for Quantity Cooking Experience: Excess Food Service Management experience may be substituted for Quantity Cooking experience on a month-for-month basis to a maximum of two (2) years.

HOW TO FILE: Submit applications in person or by mail to
Department of Health
Personnel Office - Room 122
1250 Punchbowl St.,
Honolulu, HI 96813.

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office. To request an application form, please call (808) 586-4514.

REQUIRED FORMS AND DOCUMENTATION: You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's notice of examination results and eligibility card.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, i.e. filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on. A residency information sheet is available upon request.

VETERANS' PREFERENCE: If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

EXAMINATION: The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4517 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

ADMINISTRATIVE REVIEW AND APPEAL:

Administrative Review: If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Department of Health. This must be done within 7 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Health at the address listed on the front of this announcement. Your letter requesting the administrative review must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the seven day limit, no administrative review will be conducted.**

Appeal: If you do not agree with the administrative review decision or action taken by the Department of Health, you may appeal to the State Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to: State Merit Appeals Board, c/o Director, Department of Human Resources Development, 235 S. Beretania St., Suite 1400, Honolulu, HI 96813-2437.

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

FILING AN ADMINISTRATIVE REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

EMPLOYMENT INTERVIEW RESUME: Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.